

Coos County Area Transportation District (CCATD)  
Board of Directors Meeting

**MINUTES**

Coos County Area Transit  
800 N Bayshore, Coos Bay, OR 97420  
January 12, 2026, 9:00 a.m.

1. **CALL TO ORDER** - Meeting called to order at 9:02AM by Director Harper Thompson.
2. **ROLL CALL/CONFIRMATION OF QUORUM OF BOARD OF DIRECTORS**
  - a. **BOD Present:** Director Veysey, Director Dovenspike, Director Nelson, Director Thompson, Director Claassen
  - b. **BOD Absent:** Director Taylor, Director Johnson
  - c. **Staff and Others Present:** AC Richard Rogers, AC Lauren Morris, AC Karen Dubisar, AC Michael Babcock, BC Simon Alonzo, Dave Hoagland (CLA), Rae Lea Cousins, Carrie Muth, Melissa Metz and Jane Stebbins.
3. **CHANGES TO AGENDA - None**
4. **CITIZEN COMMENTS ON AGENDA ITEMS (Limited to three minutes/person)**

None
5. **SPECIAL PRESENTATION ANNUAL AUDIT – Dave Hoagland, CliftonLarsonAllen**

Dave Hoagland began by stating it was a clean audit report, completed according to generally accepted audit standards and uniform guidance. We had to adopt the compensated absences standard, but it was not a significant difference. It is a clean opinion.
6. **CONSENT AGENDA**
  - a. Approval of BOD [Minutes December 8, 2025](#)
  - b. Accept the [Financial Report](#) and [Balance Sheet](#) for November 2025
  - c. Accept [Ridership Report](#) November 2025
  - d. Approve 2026 [SDAO Insurance Renewal](#) \$51,882
  - e. **BOD Motion:** Director Veysey moved to accept the Consent Agenda as presented. Director Claassen seconded. All in favor were Directors Nelson, Veysey, Thompson, Claassen and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.
7. **OLD BUSINESS - none**
8. **NEW BUSINESS**
  - a. **Audit Firm Contract Renewal**

**BOD Motion:** Director Veysey moved to renew CLA’s contract to perform

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the annual audit and financial statements for the period end date June 30, 2026. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Thompson, Claassen and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

**b. Resolution 2026-1 Appointments to Budget Committee**

**Background:** To give the public ample opportunity to participate in the budgeting process, Local Budget Law requires that a budget committee be formed that includes voters from the district. The budget committee considers the budget proposed by the budget officer and comments made by the public and suggest changes to align the Board's goals within the projected revenues. When the budget committee is satisfied, it approves the budget.

**Document:** [Resolution 2026-1](#) Appointments to Budget Committee

**BOD Motion:** Director Veysey moved to adopt Resolution 2026-1 appointing Timm, Rea and Danielle to the Budget Committee. Director Nelson seconded. All in favor were Directors Nelson, Veysey, Thompson, Claassen and Dovenspike. No one was opposed, and no one abstained. The motion passed unanimously.

**c. REMINDER:** Budget Committee Meetings Mar 9 & April 13 9:30am, if needed

**9. GENERAL MANAGER REPORT**

**a. Reminder Transit Day, January 28, 2026**

Passengers ride free and are given a promotional button. On the fourth Tuesday thereafter, in 2026, customers who wear their buttons get to ride for free.

**b. RFP for Construction Manager / General Contractor**

Required site visit was January 8<sup>th</sup> and RFP closes January 28. Melissa Dovenspike and Mike Claassen are on the RFP evaluation and interview team.

**c. Transit Hub Project**

We received draft Biological Evaluation and Cultural Survey Reports with no issues identified. A transfer of funds will be initiated January 27 in the amount of \$1,798,303.48 to close on the LaClair/Newmark property.

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**d. Required Training: Public Meetings Law (2.5hrs)**

Under ORS 192.700, every member of a governing body with total expenditures for a fiscal year of \$1 million or more shall attend or view training on Public Meeting Law at least once during the member's term of office. Webinars calendar is available [here](#).

Missing Certificates of Completion from Mike Claassen and & Phil Taylor

**e. Funding Opportunities Timeline**

Proposed Milestones 11/25	Consolidated Competitive Grant Program 2027-28	Federal Formula 2027-29	STIF Formula Plans 2027-29	Consolidated Competitive Grant Program 2028-30
Call for projects opens	February 2026	March 2026	August 2026	November 2026
Initial applications	April 2026	April 2026	October 2026 (optional)	December 2026
Final applications or Plans	May 2026	June 2026	January 2027	February 2027
Grant period begins	Winter/Spring 2027 (STIF Discretionary) July (STIF Intercommunity) October 2027 (Federal)	October 2027	July 2027	July 2028 (STIF) October 2028 (Federal)

**10.CITIZEN COMMENTS ON NON AGENDA ITEMS (LIMITED TO THREE MINUTES/PERSON)**

Jennifer Boardman commented that Melissa Metz is doing a fantastic job navigating the procurement process for the Hub project.

**11.NEXT MEETING – CCATD Board of Directors February 9, 2026 9AM**

**12.ADJOURN** – Meeting Adjourned at 9:28AM by Director Harper Thompson.